



Coláiste Pobail an Bhóthair Bhuí

Child Safeguarding Risk Assessment Template

Written Risk Assessment of Enfield Community College

In accordance with section 11 of the Children First Act 2015 and with the requirements of Chapter 8 of the Child Protection Procedures for Primary and Post Primary Schools, 2017, the following is the Written Risk Assessment of:

School Name	Enfield Community College
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Important Note

It should be noted that risk in the context of this risk assessment is the risk of “harm” as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the Child Protection Procedures for Primary and Post Primary Schools 2017

1. List of School Activities (insert list of school activities in this section)

• School Outings – Trips/ Extra Curricular Transport
• Changing rooms/Toilets/Showers, etc.
• Matches/events/use of offsite facilities/sporting activities/fundraising/sports activities/Sports Day
• Overnight/overseas trips/day trips
• Guest speaker/Instructor/Examiner/ Use of external personnel to supplement curriculum/Use of external personnel to support sports and other extra-curricular activities /Maintenance/Contractors, etc.
• Email/Online Sharing platforms/Digital technologies/Assistive technology/ Pop ups, etc.
• Access to school building
• Supervision outside of classroom
• Personal Counselling/One to One Support
• Intimate Care/SNA's
• Administration of Medicine/First Aid
• Use of video/photography/other media to record and publicise school events
• Access to School Campus

2. The school has identified the following risk of harm in respect of its activities (insert risks of harm identified in this section)

<ul style="list-style-type: none"> • Risk of harm due to inadequate supervision of children while attending out of school activities
<ul style="list-style-type: none"> • Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g. school trip, match, etc.
<ul style="list-style-type: none"> • Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices
<ul style="list-style-type: none"> • Risk of harm in one-to-one teaching, counselling, coaching situation
<ul style="list-style-type: none"> • Risk of child being harmed in the school by volunteer or visitor to the school
<ul style="list-style-type: none"> • Risk of harm to children with SEN who have particular vulnerabilities
<ul style="list-style-type: none"> • Risk of harm due to inappropriate relationship/communications between child and another child or adult using the public facility
<ul style="list-style-type: none"> • Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in work experience
<ul style="list-style-type: none"> • Risk of harm due to inadequate supervision of children while attending work experience
<ul style="list-style-type: none"> • Risk of harm to child while a child is receiving intimate care
<ul style="list-style-type: none"> • Members of the public accessing Na Fianna GAA grounds during PE Class times

3. The school has the following procedures in place to address the risks of harm identified in this assessment (insert the procedures in place to address risks of harm in this section)

<ul style="list-style-type: none"> • All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement</i>
<ul style="list-style-type: none"> • Child Safeguarding statement reviewed annually
<ul style="list-style-type: none"> • The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel
<ul style="list-style-type: none"> • School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i>
<ul style="list-style-type: none"> • The school implements in full the SPHE curriculum
<ul style="list-style-type: none"> • The school implements in full the Wellbeing Programme at Junior Cycle
<ul style="list-style-type: none"> • The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i>
<ul style="list-style-type: none"> • The school has a schedule of supervision and guidelines for staff to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc. Active supervision must take place.
<ul style="list-style-type: none"> • Teachers are expected to be on time for class and all scheduled supervision and substitution.
<ul style="list-style-type: none"> • The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
<ul style="list-style-type: none"> • The school adheres to the nationally agreed disciplinary procedures for teaching staff
<ul style="list-style-type: none"> • Teachers adhere to the Teaching Council Code of Professional Conduct for teachers. This is in the Staff Handbook.
<ul style="list-style-type: none"> • The school adheres to the LMETB Intimate Care Policy
<ul style="list-style-type: none"> • The school has a Special Educational Needs policy
<ul style="list-style-type: none"> • The school has procedures for the administration of medication to pupils

<ul style="list-style-type: none"> • The school adheres to the LMETB First Aid Policy and are compliant with HSA guidelines
<ul style="list-style-type: none"> • The school has a code of behaviour for pupils
<ul style="list-style-type: none"> • The school has an ICT policy in respect of usage of ICT by pupils
<ul style="list-style-type: none"> • The school has a mobile phone policy in respect of usage of mobile phones by pupils
<ul style="list-style-type: none"> • The school has a Critical Incident Management Plan
<ul style="list-style-type: none"> • The school has a policy and clear procedures in respect of school outings
<ul style="list-style-type: none"> • Only personnel authorised in advance by the Principal and compliant with Garda vetting procedures may attend a match or school event
<ul style="list-style-type: none"> • The school has procedures for the use of external sports coaches
<ul style="list-style-type: none"> • The school adheres to the LMETB educational trips and tours policy
<ul style="list-style-type: none"> • The school has a schedule of supervision and guidelines for staff to ensure appropriate supervision of children during, assembly, dismissal and breaks, free time, and in respect of specific areas such as toilets, changing rooms, buses, bedrooms, etc.
<ul style="list-style-type: none"> • The school has procedures for the use of external persons to supplement delivery of the curriculum/examiners, etc
<ul style="list-style-type: none"> • Maintenance/Contractors/Deliveries take place outside school hours where possible. Where this is not possible, the caretaker or other member of staff remains with the visitor for duration of visit.
<ul style="list-style-type: none"> • School sign in procedures, visitor badges, etc.
<ul style="list-style-type: none"> • Guest speaker/external personnel remain in company of organising teacher for duration of visit/activity, even if Garda vetted
<ul style="list-style-type: none"> • All visitors report to reception, sign in, get a visitor badge and are met in reception by relevant school personnel
<ul style="list-style-type: none"> • The school network has a high filter setting
<ul style="list-style-type: none"> • Teachers instructed to only use school email for all communication with students
<ul style="list-style-type: none"> • Routines and procedures in place to reduce student on corridors, e.g. toilet times, notes in student journal/compass for absence, etc
<ul style="list-style-type: none"> • The school has in place a policy and procedures in respect of student teacher placements
<ul style="list-style-type: none"> • PE teacher and extra-curricular teachers remain in Na Fianna GAA Club until all students have left the grounds.
<ul style="list-style-type: none"> • The school has a Guidance Plan that outlines procedures for personal counselling
<ul style="list-style-type: none"> • Parent/Guardian consent given on enrolment for student images to be used for school purposes.
<ul style="list-style-type: none"> • Use of CCTV

In undertaking this risk assessment, the board of management has endeavoured to identify as far as possible the risks of harm that are relevant to this school and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.



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Appendix 4

Checklist for annual review of the anti-bullying policy and its implementation

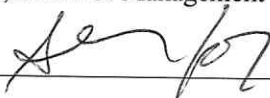
The Board of Management (the Board) must undertake an annual review of the school's anti-bullying policy and its implementation. The following checklist must be used for this purpose. The checklist is an aid to conducting this review and is not intended as an exhaustive list. In order to complete the checklist, an examination and review involving both quantitative and qualitative analysis, as appropriate across the various elements of the implementation of the school's anti-bullying policy will be required.

	Yes /No
Has the Board formally adopted an anti-bullying policy that fully complies with the requirements of the <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i> ?	Yes
Has the Board published the policy on the school website and provided a copy to the parents' association?	Yes
Has the Board ensured that the policy has been made available to school staff (including new staff)?	Yes
Is the Board satisfied that school staff are sufficiently familiar with the policy and procedures to enable them to effectively and consistently apply the policy and procedures in their day to day work?	Yes
Has the Board ensured that the policy has been adequately communicated to all pupils?	Yes
Has the policy documented the prevention and education strategies that the school applies?	Yes
Have all of the prevention and education strategies been implemented?	Yes
Has the effectiveness of the prevention and education strategies that have been implemented been examined?	Yes
Is the Board satisfied that all teachers are recording and dealing with incidents in accordance with the policy?	Yes
Has the Board received and minuted the periodic summary reports of the Principal?	Yes
Has the Board discussed how well the school is handling all reports of bullying including those addressed at an early stage and not therefore included in the Principal's periodic report to the Board?	Yes

Has the Board received any complaints from parents regarding the school's handling of bullying incidents?	No
Have any parents withdrawn their child from the school citing dissatisfaction with the school's handling of a bullying situation?	No
Have any Ombudsman for Children investigations into the school's handling of a bullying case been initiated or completed?	No
Has the data available from cases reported to the Principal (by the bullying recording template) been analysed to identify any issues, trends or patterns in bullying behaviour?	N/A
Has the Board identified any aspects of the school's policy and/or its implementation that require further improvement?	No
Has the Board put in place an action plan to address any areas for improvement?	N/A

Signed 
 Chairperson, Board of Management

Date: 1st September 2022

Signed 
 Principal

Date: 1st September 2022